

WORKSHEET FOR PRETRIAL SERVICES REPORT

CLIENT INDEX

(LOCAL D-ME PS 2 - Rev. 8/01)

CIR/DIST	DKT #	DEF #
INTERVIEW DATE	ARREST DATE	AGENT NAME
INTERVIEW TIME	ARREST TIME	AGENT TELEPHONE
CLIENT #	SSN	DOB
LAST NAME	FIRST NAME	MIDDLE NAME
AGE	HEIGHT	EYES
	WEIGHT	HAIR
SCARS/TATTOOS	CITIZEN OF	BIRTHPLACE
SEX (circle) M-Male F-Female K-Corporation X-Unknown	RACE(circle) W-White B-Black I-Indian/Eskimo A-Asian K-Corporation O-Other U-Unknown H- Hispanic N- Not Hispanic U-Unknown	CITIZENSHIP (circle) A-U.S. Citizen B-Legal Alien C-Illegal Alien U-Unknown
ALIEN #	ENTERED U.S.	PASSPORTS/VISAS
EVER LIVED OUTSIDE OF STATE/COUNTRY? WHERE?		
DOES DEFENDANT TRAVEL OUTSIDE OF U.S.? WHERE?		
NOTES:		
FBI #	MARSHAL'S #	DRIVER'S LICENSE #
ADDRESS	CITY STATE ZIP	COUNTY PHONE
RESIDENCE STATUS (circle) OWN-Own/Buying RENT-Renting NPTL-No Place To Live NOCT-No Contribution OTHR-Other UNKN-Unkn		MONTHS IN RESIDENCE TIME IN AREA
LIVES WITH LEASE IN WHOSE NAME	UTILITIES IN WHOSE NAME	MONTHLY PAYMENTS
PRIOR ADDRESS	CITY STATE	ZIP HOW LONG?
PRIOR ADDRESS	CITY STATE	ZIP HOW LONG?
OFFICE FILE LOCATION	DATE FILE OUT	FILE OUT TO
REMARKS:		

ALIAS/TRUE NAME

LAST NAME	FIRST NAME	MIDDLE NAME
1.	1.	1.
2.	2.	2.
3.	3.	3.

MAILING ADDRESS (Only if different from residential address)

ADDRESS	CITY	ZIP
	STATE	PHONE

FAMILY AND FRIENDS

NAME & AGE	RELATIONSHIP	ADDRESS & PHONE	OCCUPATION

PREVIOUS MARRIAGES, INCLUDING COHABITATION

LIVE WITH SPOUSE? LENGTH OF CURRENT STATUS	NUMBER OF DEPENDENTS	SPOUSE KNOW OF ARREST?	MAY PSO CALL SPOUSE?
NAME & AGE OF SPOUSE	PLACE & DATE OF MARRIAGE	NO. OF CHILDREN	STATUS OF MARRIAGE
NAME & AGE OF CHILDREN		ADDRESS	SCHOOL/CUSTODY/SUPPORT

NOTES:

EDUCATION - SCHOOLS ATTENDED

NAME	LOCATION	DEGREE OBTAINED

MILITARY SERVICE

BRANCH OF SERVICE	SERVICE NUMBER	HIGHEST RANK HELD
RANK AT SEPARATION	DATE OF ENTRY	DATE DISCHARGED TYPE OF DISCHARGE
VA CLAIM NUMBER	DECORATIONS/AWARDS	EVER COURT MARTIALED?

EMPLOYMENT INFORMATION

HOW LONG EMPLOYED/UNEMPLOYED?	IF UNEMPLOYED, DOES DEFENDANT HAVE VIABLE MEANS OF SUPPORT?	DESCRIBE SOURCE & PAYMENT METHOD AMOUNT OF MONTHLY SUPPORT
NAME & ADDRESS OF PRESENT EMPLOYER	TIME AT PRESENT JOB	OCCUPATION/TITLE
HOURS/WEEK	STATUS (FULL/PART TIME/SELF-EMPLOYED)	SPECIAL SKILLS/TRAINING
MONTHLY GROSS	SUPERVISOR/TITLE/TELEPHONE NO.	
DOES EMPLOYER KNOW ABOUT ARREST?	CAN EMPLOYER BE CONTACTED?	CAN DEFENDANT RETURN TO JOB?
PREVIOUS EMPLOYMENT (LIST LAST 4 PLACES OF EMPLOYMENT)		
DATES	NAME & ADDRESS OF EMPLOYER	NATURE OF WORK, WEEKLY WAGES, REASON FOR LEAVING
NOTES:		

FINANCIAL INFORMATION	
LIST FINANCIAL ASSETS	LIST FINANCIAL LIABILITIES

CASH ON HAND	\$	MORTGAGE	
SAVINGS ACCOUNT (Where?)	\$	NAME OF BANK/MORTGAGE COMPANY	
CHECKING ACCOUNT (Where?)	\$	ORIGINAL LOAN	\$
STOCKS/BONDS	\$	PRESENT BALANCE	\$
IRA's	\$	MONTHLY PAYMENTS	\$
OTHER ACCOUNTS	\$	OTHER MORTGAGES	\$
	\$	OUTSTANDING LOAN APPLICATIONS	\$
AUTOS		PERSONAL LOANS	
MAKE MODEL YEAR	\$	NAME OF LENDER	
MAKE MODEL YEAR	\$	ORIGINAL LOAN	\$
MAKE MODEL YEAR	\$	PURPOSE OF LOAN	
MAKE MODEL YEAR	\$	PRESENT BALANCE	\$
		MONTHLY PAYMENT	\$
REAL ESTATE		CREDIT CARDS	
DESCRIPTION (Include Address)		DEPARTMENT STORE	\$
DOWN PAYMENT	\$	VISA	\$
ASSESSED VALUE	\$	MASTERCARD	\$
MARKET VALUE	\$	AMERICAN EXPRESS	\$
EQUITY	\$	OTHER	\$
			\$
PERSONAL PROPERTY		ALIMONY	\$
Jewelry, collections, etc.	\$	CHILD SUPPORT (Court ordered or voluntary)	\$
LIFE INSURANCE (Surrender Value)	\$	MEDICAL BILLS	\$
		INSURANCE PREMIUMS	\$
		COURT FINES OR RESTITUTION	\$
OTHER ASSETS/INCOME SOURCE	\$	RENT	\$
	\$	UTILITIES	\$
	\$	OTHER DEBTS OR MONTHLY EXPENSES	\$
			\$
SPOUSE INCOME	\$	EVER FILE FOR BANKRUPTCY? ____ YES ____ NO	
SPOUSE OCCUPATION			
ADDITIONAL DATA			

PRETRIAL SERVICES CLIENT PROFILE

SUBSTANCE ABUSE	1. _____	2. _____	3. _____	
HERI-Heroin	ALCO-Alcohol	MARI-Marijuana	OTHR-Other Illegal Substance	BARB-Barbiturates
NONE-No Substance Abuse History	AMPH-Amphetamine	UNKN-Unknown	COCA-Cocaine	

AGE USE BEGAN, FREQUENCY, COST, TYPE OF DRUG, PAST AND PRESENT TREATMENT:

PHYSICAL HEALTH (NAME OF DOCTOR, HEALTH PROBLEMS, PRESENT TREATMENT AND MEDICATION):

PSYCHIATRIC TREATMENT (circle) Y-Yes N-No U-Unknown

PRESENTLY ON MEDICATION?

HISTORY OF PSYCHIATRIC CARE?

OTHER MENTAL HEALTH TREATMENT?

NAME AND ADDRESS OF DOCTOR OR COUNSELOR AND CONDITION UNDER TREATMENT:

NO. OF MONTHS IN RESIDENCE

RESIDENCE STATUS _____
OWN RENT NO PLACE TO LIVE
NO CONTRIB. OTHR UNKN

MARITAL STATUS _____
C-Cohabiting P-Separated
D-Divorced S-Single
U-Unkn M-Married W-Widowed

EMPLOYMENT STATUS (circle)
Y-Yes N-No U-Unknown

EDUCATION (circle) CG-College Grad EL-Elementary GE-GED HD-HS Dipl NL-No Level, Some Elementary
PG-Post Grad SC-Some College SH-Some High Sschool UN-Unknown VC-Vocational

OFFICER RECOMMENDATION(circle) DET-Detention
NONE-No Recommendation RELN-Release RELF-Release/financial

AUSA RECOMMENDATION (circle) DET-Detention
NONE-No Recomm. RELN-Release RELF-Release/financial

CRIMINAL RECORD

PRIOR MISD. ARRESTS

CONVICTIONS

INVOLVED VIOLENCE

INVOLVED DRUGS

PRIOR FEL. ARRESTS

CONVICTIONS

INVOLVED VIOLENCE

INVOLVED DRUGS

PRIOR FTA

ESCAPES

ABSCONDINGS

PENDING MISD.
PENDING FEL.

PENDING MATTERS 1. _____ 2. _____ 3. _____

ABSC-Absconder NOCH-No Criminal History ESCP-In Escape Status NOPM-No Pending Matters
PARO-On Parole PRET-On Pretrial Release PROB-On Probation IMMI-Immigration Status
FWAR-Outstanding Felony Warrant MWAR-Outstanding Misd Warrant OTHR-Other

CRIMINAL HISTORY (Unofficial version, including juvenile adjudication)

DATE ARRESTED / AGE	OFFENSE CHARGED AND BAIL	COURT	DISPO. OR NEXT COURT DATE
PRESENTLY ON PROBATION?	WHERE?	PROBATION OFFICER'S NAME, ADDRESS & TELEPHONE	
PRESENTLY ON PAROLE?	WHERE?	PAROLE OFFICER'S NAME, ADDRESS & TELEPHONE	

INVESTIGATIONS

CIR/DIST	DKT #	DEF #	S - PRETRIAL																
<table> <tr> <td>TYPE</td> <td>1. _____</td> <td>PTD-Pretrial Diversion</td> <td>PVIOL-Pretrial Violation</td> </tr> <tr> <td></td> <td>2. _____</td> <td>PCOLL-Pretrial Collateral</td> <td>PTSI-Pretrial Investigation (bail report)</td> </tr> <tr> <td></td> <td>3. _____</td> <td>MATW-Material Witness</td> <td>PPLAN-Initial Supervsn Case Plan</td> </tr> <tr> <td></td> <td>4. _____</td> <td></td> <td></td> </tr> </table>				TYPE	1. _____	PTD-Pretrial Diversion	PVIOL-Pretrial Violation		2. _____	PCOLL-Pretrial Collateral	PTSI-Pretrial Investigation (bail report)		3. _____	MATW-Material Witness	PPLAN-Initial Supervsn Case Plan		4. _____		
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OFFICER ASSIGNED 1. _____ 2. _____ 3. _____ 4. _____	DATE ASSIGNED 1. _____ 2. _____ 3. _____ 4. _____	DATE DUE 1. _____ 2. _____ 3. _____ 4. _____	DATE SUBMITTED 1. _____ 2. _____ 3. _____ 4. _____																
JURIS AUTHORITY 1. _____ AT-U.S. Attorney 2. _____ CT-District Court 3. _____ MA-Magistrate 4. _____ OD-Other District		JUDICIAL OFFICER 1. _____ 2. _____ 3. _____ 4. _____																	
REMARKS																			

PRETRIAL SERVICES INTAKE

CASE TYPE _____				
APPL-Appeal	COUR-Courtesy	INFO-Information	OTHR-Other	R40OUT-Removal
COLL-Collateral	DIV-Diversion	MATWIT-Material Witness	PSRV-Violation	SUPER-Superseding Indictment/Information
COMP-Complaint	IND-Indictment	NGBRI-Not Guilty Insanity	R40IN-Incmq Rule 40	UFAP-Unlawful Flight to Avoid Prosecution

DATE NOTIFIED			OFFICER CODE			MAJOR CHRGD OFFENSE KEY			
OFFENSE CODE _____ ASSA-Assault EMBZ-Embezzlement FRAU-Fraud INTX-Income Tax MAIT-Mail Theft OTDR-Other Drug ROBB-Robbery AUTO-Auto Theft ESCA-Escape GAMB-Gambling KIDN-Kidnapping MARI-Marijuana PERJ-Perjury SEX-Sex Offense BURG-Burglary FEDR-Federal Statute HERI-Heroin LARC-Larceny MISC-Misc Offense PETT-Petty Theft TRAN-Transp of Stolen Goods COCA-Cocaine FIRE-Firearms HOMI-Homicide LIQU-Liquor(tax) MISP-Misprison Fel. RACK-Racketeering COUN-Counterfeit FORG-Forgery IMMI-Immigration Law MAIF-Mail Fraud OPIA-Opiate RAPE-Rape-forced									
OFFENSE LEVEL (circle) FEL-Felony MIS-Misdemeanor PET-Petty			TYPE OF REPORT (circle) OTHR-Other PREW-Prebail w/rec POST-Post bail PREO-Prebail w/o rec NONE-No Report		SEALED (circle) Y-Yes N-No				
REFERRAL ACTION (circle) A- Arrest N-Non-arrest			ARREST DATE			ARREST TIME (military)			
VIOLENCE ALLEGED AT TIME OF ARREST? RESISTING ARREST?									
INTERVIEW STATUS (circle) INT-Interviewed NOT-Not Interviewed REF-Refused			INTERVIEW DATE			INTERVIEW TIME (military)			
CLOSING INFORMATION									
CLOSING DATE			DISPOSITION CODE _____ PTD-Prtrl Diversion CONF-Convicted/Fine Only ACQ-Acquitted COUR-Courtesy CONV-Convicted DEFJ-Deferred Judgement DISM-Dismissed NGRI-Not Guilty by Insanity GPL-Guilty Plea ESC-Escape from Custody OTHR-Other TRAN-Transferred Out FUG-Fugitive			MAJOR CHARGED OFFENSE KEY			
TRANSFER CASES ONLY									
CIR/DIST			DKT #			DEF#			
DETENTION PERIOD			DETAINED (Y/N)		DAYS/COST (Y/N)		NUMBER OF DAYS		TOTAL COST
DETAINED BEFORE INITIAL HEARING									
DETAINED AFTER INITIAL HEARING									
DETAINED POST ADJUDICATION									

HEARINGS/ORDERS

HEARING TYPE (below)	DATE	TIME (military)	MOTION/ PRESUM P OF DET (below)	REL/DET ACTION (below)	DETENT. CODE (below)	BOND TYPE (below)	SUPERV ORDERE D Y or N	MAGIST/ JUDGE CODE	RELEASE DATE	CONDS Y or N

TYPE HEARING INIT-Initial DET-Detention Hrng BREV-Bail Review VIOL-Violation CONV-Revw at Conviction	MOTION FOR DETENTION (AT INITIAL HEARING) AUSA-By AUSA DROP-Later Dropped CRT-By Court NONE-No Motion PRESUMPTION OF DETENTION BY JUDICIAL OFFICER (AT DET HEARING) DOFF- Probable Cause to Belive Def Committed 10 year Felony or 18 USC 924(c) NONE- No Presumption of Detention VOFF- Violent Crime, Capital Offense or 10 year Felony While on Release Last 5 years		
RELEASE/DETENTION ACTION CODE BNSD-Bail Not Set/Detained BNSR-Bail Not Set/Released CONC-Continued By Counsel CONP-Cont/Proceedings of Ct CONT-Continued DISM-Case Dismissed(INIT Only) DET-Detained (original case) DETC-Detained(subsequent case) REL-Bail Made/Released DREL-Bail Made/Delayed Release NDET-Bail Not Made/Detained TMPD-Temporary Detention	DETENTION CODES <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> TEMPORARY (AT INITIAL HEARING) NONE-None ordered ALIN-Alien PROB-On Probation/Parole FEL-On Pretrial Rel for Fel </td> <td style="width:50%; vertical-align: top;"> DETENTION (AT DETENTION HRG.) NONE-None BOTH-Flight & Danger COMM-Danger FLGT-Flight WITN-Danger to Witness </td> </tr> </table>	TEMPORARY (AT INITIAL HEARING) NONE-None ordered ALIN-Alien PROB-On Probation/Parole FEL-On Pretrial Rel for Fel	DETENTION (AT DETENTION HRG.) NONE-None BOTH-Flight & Danger COMM-Danger FLGT-Flight WITN-Danger to Witness
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BOND TYPE: PERS-Personal Recognizance PERC-Percentage Bond SURE-Surety Bond UNSE-Unsecured Bond COLL-Collateral Bond			
DEFENSE COUNSEL'S NAME AND TELEPHONE			
AUSA'S NAME AND TELEPHONE			
NOTES:			

CONDITIONS

TYPE (below)	CONDITION SATISFIED S or N	DATE SATISFIED OR UPDATE	CONTRACT C-Contract N-Non Cont	PRETRIAL DIVERSION ONLY				
				REST AMT	COMM HRS	AMT PAID	HRS SERVED	DATE DUE

CONDITION TYPE:

ALCO - Alcohol Treatment	ASSC - Association	COMM - Comm. Service	CSRH - Computer Search
CTCF - Comm. Trmt. Ctr. Full Time	CTCP - Comm. Trmt. Ct. Part Time	CURF - Curfew Order	CJA - CJA Reimbursement
DRUG - Drug Treatment	EDUC - Education	EMON - Elect. Monitoring	EMPL - Employment
EVAL - Substance Abuse Evaluation	HOME - Home confinement	MENH - Mental Health	OTHR - Other conditions
OTTR - Other treatment	PASS - Surrender/No New Passport	REAC - Restrict/Abstain alcohol	RESI - Maintain residence
REST - Restitution	SEAR - Search & Seizure	SEXA - Sex Offender Assessment	SEXT - Sex Offender Treatment
THRD - Third Party custody	TRAV - Travel Restriction	URIN - Urine surveillance	VICT - No victim/witness contact
WEAP - Weapons restriction			

PRETRIAL SUPERVISION

SUPERVISION BEGIN DATE		SUPERVISING OFFICER CODE	
CONTACT LEVEL 1. _____ 2. _____ A-2 or More Contacts Per Week D-1 Contact Per Month B-1 Contact Per Week E-Less Than 1 Contact Per Month C-2 Contacts Per Month		CONTACT TYPE 1. _____ 2. _____ PERS-In-person Contacts TELE-Telephone Contacts OTHR-Other Type of Contacts	
TERMS IMPOSED BY C-Court P-Pretrial Services Officer N-Not Applicable	TYPE SUPERVISION _____ PTS-Pretrial Services Supervision CPTSO-Courtesy Pretrial Serv Out PTD-Pretrial Diversion Supervision CPTDO-Courtesy Pretrial Div Out	TERMINATION CODE _____ CLOS-Case Closed NONV-Super Removed by Judge VIOL-Violation (Def. Detained)	TERMINATION DATE <div style="border: 1px solid black; padding: 2px; height: 20px; margin-top: 5px;"> SUPERVISING DST./COURTESY OUT </div>

PROBLEM 1 _____	PROBLEM 2 _____	PROBLEM 3 _____
AL-Alcohol abuse ED-Illiterate/little education OP-Opiate addiction SH-Requires shelter	CO-Cyber offender EM-Needs employ assist. OT-Other SO-Sex offender	DR-Drug abuse FI-Financial assist. PH-Incapacitated/infirm VO-Requires vocational training
DV-Dangerous/violent behavior MS-Requires monitoring/surveillance PS-Requires psychological care		
FOR PRETRIAL DIVERSION SUPERVISION CASES		
# MONTHS ON PTD	PTD END DATE	PTD EXTENDED Y-Yes N-No
		PTD SATISFIED Y-Yes N-No

PRETRIAL SUPERVISION SCHEDULE

DAY OF THE WEEK 1. 2. 3.	FREQUENCY 1. 2. 3. WK - Weekly Contact BIW - Bi-weekly Contact MON - Monthly contact (fill out contact weeks section)	TYPE OF CONTACT 1. 2. 3. PERS - In-person contact TELE - Telephone contact OTHR - Other type of contact	CONTACT WEEKS 1. 2. 3. (If frequency type is monthly, enter 1,2,3 or 4 for week of the month to report)
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PRETRIAL SERVICES VIOLATIONS

WHEN VIOLATION OCCURRED A-Pre-Adj B-Pre-Sent C-Pending Appl/Surr	REARREST VIOLATIONS NONE MISD. FELONY OTHER	DRUGS INVOLVED Y-Yes N-No	VIOLENCE INVOLVED Y-Yes N-No	WEAPONS INVOLVED Y-Yes N-No
1. CONDITION VIOLATED _____ 2. CONDITION VIOLATED _____ 3. CONDITION VIOLATED _____	ALCO - Alcohol Treatment ASSC - Association COMM - Comm. Service CSRH - CompSearch CTCF - Comm. Trtmt Ctr. Full Time CTCP - Comm. Trtmt Ctr. Part Time CURF - Curfew Order CJA - CJA Reimbursement DRUG - Drug Treatment EDUC - Education EMON - Electronic monitoring EMPL - Employment	OTHR - Other conditions OTTR - Other treatment PASS - Surrender/No New Passport REAC - Restrict/abstain alcohol RESI - Maintain residence REST - Restitution SEAR - Search & Seizuer SEXA - Sex Offender Assessment SEXT - Sex Offender Treatment THRD - Third Party Custody TRAV - Travel Restriction URIN - Urine surveillance		
FAILURE TO APPEAR Y-Yes N-No	DATE WARRANT ISSUED IF FTA IS YES	VIOLATION REPORT SUBMITTED Y-Yes DATE: _____ N-No		
OFFICER RECOMMENDATION CBCC-Cont. Bond, Change conditions CBNC-Cont. Bond, No Change CDCC-Cont. Diversion, Change conditions REVO-Revocation	HEARING DATE (if held)	HEARING RESULT B-Detained C-Conditions changed D-Conditions continued		